



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

AFYB-CG

29 January 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum PMO-00-02 - Operation Search and Recovery

1. Purpose. To establish standard procedures within the Division for the search and recovery of missing weapons, night vision devices, explosives and munitions.

2. General.

a. Operation Search and Recovery prescribes unit actions when a weapon, night vision device, explosive or ammunition is discovered missing. These items of government property pose significant risk to our soldiers, family members and the community, and their rapid recovery is essential to everyone's safety. Although the primary purpose of this policy is the recovery of sensitive item, commanders may consider implementing it to recover pilferable and/or high value items/equipment.

b. Operation Search and Recovery is neither a lock-in nor punishment. All personnel should be involved and continuously engaged in activities that directly assist inventories, inspections, searches, and other investigative efforts. The mission of all personnel during this operation is the search and recovery of the lost equipment.

3. Procedures. Commanders will initiate Operation Search and Recovery immediately upon confirming that a sensitive item of government equipment is missing. Units will initiate reporting procedures while concurrently assuming an operational posture which provides 100% of present for duty soldiers to search for the missing item(s). Units will isolate, with strict access control, all areas where the items reasonably may have been lost or might be found. The operation will continue until the items are recovered or until terminated by the Division Commander.

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4. Notification.

a. The unit commander will notify the Division Operations Center (DOC: 287-8079/8080) immediately upon confirming the loss.

b. The DOC will notify the 4ID Desk Sergeant (287-4789/4001) at the Military Police station and the Division Provost Marshal (287-7023/5784). The Desk Sergeant will provide Corps PMO with adequate information to initiate a Serious Incident Report under the provisions of AR 190-40.

c. The DOC will make appropriate command group notifications, including the Staff Judge Advocate and the Public Affairs Office.

d. The Provost Marshal will notify CID and coordinate with local law enforcement agencies, as appropriate.

5. Search and Recovery.

a. Unit Commander.

(1) Cordon off the area where the loss is suspected to have occurred and all other probable areas where the item might be located. Strictly control personnel entry or exit from cordoned areas to minimize safety risks, preserve areas to be inspected, and limit opportunities to hide missing items. All personnel exiting cordoned areas will be inspected.

(2) Immediately assemble all personnel who had responsibility for, or possible access to, the missing items. Segregate all suspects and witnesses. Ensure these personnel are available for interviews by MP and/or CID agents. Record the name, address and privately owned vehicle data of individuals who are not present at the time of the cordon operation, but who may have departed the area during the time of the incident. Provide this data to the Military Police or CID.

(3) Direct the unit to assume a continuous operational posture to facilitate vigorous inspection procedures. Brief all unit personnel on the facts leading to the loss of the items and the procedures necessary to search for and recover the items.

(4) Conduct a detailed inspection of all cordoned areas, and inventory all weapons, night vision devices, explosives, munitions, and other sensitive items, including those located in unit arms room. If appropriate, and with Staff Judge

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Advocate coordination, conduct inspections of unit barracks, work areas, and privately owned vehicles in areas under the commander's control.

(5) Maintain a journal which reflects all actions taken from discovery of the loss until the investigation is complete.

(6) Notify adjacent units of the incident.

(7) Refer all requests and inquiries from the media to the Division PAO.

(8) The military has very limited legal authority to operate or exert law enforcement authority off the military installation. If the loss occurs during an off-post training activity, immediately notify the Staff Judge Advocate and the Military Police. Take no action without Staff Judge Advocate coordination to include: cordoning off the area; detaining or searching non-military personnel; or recording the name, address, and privately owned data of non-military personnel.

b. Division Provost Marshal.

(1) Ensure immediate coordination with CID. Monitor their response, and act as liaison with CID.

(2) Provide available assets as needed to assist CID in the investigation.

(3) If a loss occurs off-post, immediately notify the Staff Judge Advocate, CID, and local law enforcement authorities.

c. Division Staff Judge Advocate. Advise the unit commander on search and inspection procedures.

d. Division Public Affairs Officer. Act as focal point for all requests for information from media representations, and coordinate all media interviews and press releases.

6. Amnesty. Only the Commanding General is authorized to grant amnesty during a Search and Recovery Operation. Subordinate commanders are not authorized to promise or grant amnesty or any form of immunity. If, after coordination with the Staff Judge Advocate, the Commanding General wishes to grant amnesty, the Staff Judge Advocate will provide the letter for the General's signature (sample at enclosure). Units will not conduct briefing

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or discussions on amnesty until they have received written
approval in the form of the Commanding General's letter.

7. This Command Policy Memorandum supercedes Command Policy
Memorandum #9, dated 21 July 1998.

"STEADFAST AND LOYAL!"

ORIGINAL SIGNED

RAYMOND T. ODIERNO
Major General, USA
Commanding

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